



General Services Administration
Northwest Arctic Region
Jackson Property Management Team
Jackson Federal Building, Room 1894
915 Second Avenue
Seattle, WA 98174

January 18, 1999

MEMORANDUM FOR ALL BUILDING EMPLOYEES

FROM: STAN CATCHPOLE
PROPERTY MANAGER
JACKSON BUILDING MANAGEMENT TEAM (10PM1A)

SUBJECT: Quarterly Client Meetings Minutes

Introduction of Paul Kristiansen as Acting Property Manager in the Jackson Federal Building through February 11th. Steve David will be returning to the building on February 16th at which time Paul will be returning to the GSA Regional Office.

1. **Telecommunications:** Jerry Demaray could not be in attendance to answer building telecommunications questions of which there were no open items.
2. **Cafeteria:** Michael Lesh was unable to attend the meeting but asked Stan to announce the following;
 - a. Southern Food Service has hired a full-time espresso attendant. Once on board, and trained, espresso hours will be extended.
 - b. Please share with employees the need to return plates, silverware, etc. to the cafeteria. Building tenants must not leave dishes or flatware by the trash or elevators. Custodial Staff are not contracted to handle these items and some are being found in the trash, thrown away.
 - c. Southern Food Service will be changing the pricing scheme offering items as ala Carte rather than as meals. Watch for more improvements to come.
1. **Custodial Services:** John Frisk reminded tenants to feel free to contact Silvano on site with any concerns or comments about the custodial service and invited direct contact with him if necessary.

Doug Hallett brought up the issue of a custodian using the PDC chair to prop open a door and then leaving it in the middle of the aisle. Also a morning cleaning person on the 17th floor needs to be issued a badge and has been turned away because of no identification.

Mary Glenn, on behalf of Senator Murray's office commented that the cleaning staff is excellent and is really good and quick to respond.

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2. **Space Management:** Michelle Cicala, Realty Specialist from Auburn, was not available to attend the meeting. She can be contacted with specific space concerns at (253) 931-7258.

ATF has requested the soon to be vacated FBI space on the 6th and 7th floors. ATF may likely receive the parking spaces previously assigned to FBI. The USPS has expressed interest in the subsequent ATF vacancy.

Passports will be obtaining space on the 33rd floor, currently occupied by the Combined Federal Campaign. The construction of the VA's 10th floor computer room is nearing completion.

3. **Security & Safety:** At the last client meeting, John Gill of FPS discussed the security program for the building. Since then, John has been reassigned to the GSA Property Management office in Spokane. Smokey Forster will be assuming John's program responsibilities and the full building security survey has been postponed.
4. **Projects:** The building's operating systems will be compliant and fully ready and operational for the year 2000. Watch for future newsletter articles.

Corrections to the plumbing and the cafeteria ceiling have been funded. This project will be completed after-hours and on the weekends with no interruptions to the cafeteria's service. However, these repairs will impact the fitness center locker room service and showers will be temporarily closed. Watch for GSA flyer notification.

5. **Service Calls:** GSA mechanics have identified electrical service related problems in nine locations of the building where space heaters are tripping breakers. These heaters have not been registered with GSA through the Appliance Permitting process and as such are requested to be removed.
6. **Miscellaneous:** A Jackson Federal Building Website will be coming in March.

GSA Customer Service survey results are posted. Satisfaction level is at 85%, one- percent increase over last survey.

A Martin Luther King Jr. Celebration is scheduled for January 14th from 11:30 a.m. to 1:00 p.m. in the North and South Auditoriums.

Lynn Nishimura, NWFCU, announced the upcoming Children to Work Day on April 22nd. A planning meeting is scheduled for Friday, January 22nd in room 3086A at 10:00 a.m. Participation from all agencies is encouraged to ensure expanded activities for all age groups.

Please contact: GSA, at 220-5055 or Stan Catchpole, at 220-5040 for additional information.

cc: 10PM1 (Official, reading files), Stan Catchpole
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